# OCTOBER 2006
## MID-MONTH UPDATE FROM THE DE

**TO: Local Superintendents**
**RE: Mid-month Update from DE**

## E-rate Information to Forward to District/School E-rate Contact

The rules of the E-rate program state that prior to filing form 470, E-rate applicants must have a **completed tech plan on file** for the year in which they are filing. The major components of the tech plan were included in the district/school CSIP filed in 2004. However, each year districts/schools must complete the attached E-Rate Technology Plan Addendum & Certification to ensure the tech plan is current.

It is our understanding that USAC has started requesting <u>evidence</u> that tech plans were actually <u>completed</u> prior to filing form 470. Therefore, districts must complete these steps to ensure full compliance with E-rate rules:

1. **By November 15, 2006**, complete the attached template, Iowa E-rate Technology Plan Addendum & Certification, to update your tech plan for the 2007-08 school year. Because the costs and revenue sources are unknown at this time, put in Column 4 an estimated budget based upon last year's information.

2. Note that the attached "addendum" has some **new information** that has been already entered and must be included: (a) the date the addendum was completed (we entered November 15, 2006 but you may change to an earlier date, if completed prior to November 15); (b) two E-rate services in Column 3 that include services filed at the state level. These include the "digital data transmission services" (Part III circuits) directly paid by the state for each district/school, and "interactive video conferencing" discounts (ensures a per-hour discount when districts use their ICN video classroom). All other parts of the template are the same as last year.

3. Districts must email the completed addendum to their AEA contact no later than November 15, 2006. Districts should also **email a copy to themselves** to create a dated paper trail, in the event of a Program Integrity Assurance (PIA) or an audit, that will prove what was completed and when.

4. **After the addendum is sent to the AEA**, districts may proceed with the filing of form 470. Districts that previously filed form 470 before completing the addendum should file a duplicate form 470 and use it in completing form 471 (remember that if a new/duplicate form 470 is filed, the 28-day "clock" starts over again).

Contact John O'Connell (john.oconnell@iowa.gov <mailto:john.oconnell@iowa.gov>) or 515/242-6354 for more information or to get a list of AEA contacts. For information about completing the E-rate application, contact Ed Gambs (egambs@iowatelecom.net <mailto:egambs@iowatelecom.net>).

## School Safety Information Available, ICN Meetings Scheduled

School safety concerns are rising as a result of several recent incidents at schools in other states. In response, the DE has posted a variety of school **safety information on its website** at http://www.state.ia.us/educate/ecese/safety/index.html.

In addition, **three ICN meetings** have been scheduled that will provide an overview of specific school safety issues. All three ICNs are scheduled from 9 a.m. to 10:30 a.m. and originate from the DE ICN room.

| | |
|---|---|
| 1) School Safety - Crisis Planning | October 23rd |
| 2) School Safety - Working the Plan | November 6th |
| 3) School Safety - Creating and Maintaining Safe Learning Environments | November 20th |

Note these will be broadcast meetings, so there will be no opportunity for Q&A during the meeting. To find the ICN site locations for each meeting, please visit http://www.state.ia.us/educate/ecese/safety/index.html.


## Title V Reminder
The Title V **application consists of four documents, all of which are due on or before October 27**: 1) *Title V Nonpublic School Sign Off*, 2) *Acquisition List* - an inventory of Title V purchases from the previous school year, 3) *Title V Final Report 2005-06* for the previous school year, and 4) *Title V Budget 2006-07*. All four documents must be submitted to constitute a complete application. The four documents are located at http://www.state.ia.us/educate/ecese/is/ippcp/documents.html. Technical assistance documents for the Title V program can be found at www.state.ia.us/educate/ecese/is/ippcp/tech_assist.html. Assistance is also available by contacting Ray Morley at ray.morley@iowa.gov or 515/281-3966.


## Evaluator Approval Update
Superintendents and principals will have the opportunity to take evaluator approval renewal **training in the fall of 2007**. Two different trainings will be offered; one designed for superintendents and another for principals. Detailed information, as well as an application form, are attached to this email and also are available online at http://www.state.ia.us/educate/ecese/tqt/tc/index.html.

As a reminder, four credits are needed to renew an administrator's license. One credit must be evaluator renewal credit.

For additional information, please contact Chris Day at chris.day@iowa.gov <mailto:chris.day@iowa.gov> or 515/402-8600; or Warren K. Weber, warren.weber@iowa.gov <mailto:warren.weber@iowa.gov>, or 515/669-7007; or a regional coordinator.


## America's 400th Anniversary
A unique opportunity presents itself for Iowa to participate in a national celebration of America's 400th Anniversary. This celebration commemorates the 1607 founding of Jamestown, VA, the first permanent English settlement in the Americas and the point where our legacies of representative government, cultural diversity, free enterprise, and spirit of exploration first took root.

Christopher Parcher of Northwood has been selected as Iowa's student delegate to the celebration and will participate in the event in person. **All Iowa teachers and students in grades 4-8 are invited to participate in an electronic classroom event** called "Jamestown Live!" This event is free to every school in the country via the Internet through a partnership with The History Channel.

To access the webcast, you **must pre-register** at www.jamestownjourney.org <http://www.jamestownjourney.org>. Once you preregister, free lesson plans will be available for local use and support of the lesson. Please distribute this as desired to interested teachers. We hope you will choose to participate!

# Iowa E-rate Technology Plan
## Addendum & Certification

### For E-Rate Funding Purposes
*To access E-Rate funds for the funding year that begins July 1, 2007 (2007-08 school year)*

**NOTE:** Since schools will start accessing E-rate Year 2007 funds after July 1, 2007, the addendum information described in this document will **not** be based on the new five-year CSIP but rather on your district's CSIP currently on file.

**Instructions:**

1. In order to meet the technology planning requirements for the Universal Service Fund "E-rate" program, school districts and approved non-public schools must have a current approved technology plan. In Iowa, technology plans for public school districts are incorporated into your district's Comprehensive School Improvement Plan (CSIP).

2. In order for you to fully comply with the technology planning components unique to the E-rate program, you will need to complete the enclosed addendum and file it with your Area Education Agency for approval. Note the addendum is valid for the E-rate Funding Year 2007 only (2007-08 school year).

3. Once the addendum is reviewed and certified by your AEA as meeting the "E-rate" requirements, you will receive an approval letter from the Iowa Department of Education. This addendum approval notification, along with the completed addendum and the CSIP used for the E-rate addendum should be kept on file locally.

| | | | |
|---|---|---|---|
| **District Name:** | | **Contact Name:** | |
| **Contact Phone:** | | **Contact Email:** | |

| *(Put an X next to the statement that applies to your district)* | | | |
|---|---|---|---|
| ☐ | **The AEA will use the CSIP that is on file for our district.** | ☐ | **Our district will be sending E-rate requirements and revisions to the AEA, since the CSIP on file has not been updated.** |

*All Iowa districts have an Iowa Department of Education approved technology plan incorporated into the CSIP on file. The following statement provides an update or addendum to the original technology plan contained within your current CSIP plan to comply with the E-Rate Schools and Library Division for funding year 2007.*

The E-rate Technology Plan update/addendum has been completed and attached to this certification page. Our district also certifies that all items requested in Funding Year 2007 Form 470 are either included in our CSIP plan or in the attached addendum.

_____
**Authorizing Signature**

_____
**Print Name**

_____
**Date**

| |
|---|
| **Addendum Deadline:** <br> **FAX or mail to:** <br> **Attn:** |

# Iowa E-rate Technology Plan
## Addendum & Certification

### For E-Rate Funding Purposes
*To access E-Rate funds for the funding year that begins July1, 2007 (2007-08 school year)*

*Please type appropriate, concise responses in each of the blank cells. Only complete those areas necessary to fulfill amendment guidelines (i.e., use only the number of rows needed for your services and associated information). NOTE: text will wrap to fit the cell; however, the cell will not expand beyond its current size. See page 3 for more complete description of each column heading.*

| #1 Goals & Strategies (reference pages # in old CSIP ) | #2 Professional Development (reference pages # in old CSIP ) | #3 Telecom, Internet and internal connections services (Type in contents) | #4 Budget Include Estimated Costs & Revenue Sources (attach content | #5 Monitoring & Evaluation (reference pages # in old CSIP ) |
|---|---|---|---|---|
| Example: Goal A See page 4 of current CSIP plan concerning communication with parents. OR Constant Conversation Question 2 F | Example: See pages 10 of CSIP plan on file for PD alignment with Goal A OR Constant Conversation Question 1 A | Example: Voicemail service: Voicemail is needed for our teachers to keep in contact with parents concerning their child's student achievement in reading and math. | Example: See attached budget. (attach either listing or excerpts from school district budget for the 07-08 school year that relate to this section) | Example: See page 15 of current CSIP plan. OR Constant Conversation Question 4A |
| Example: Goal B See page 4 of current CSIP plan concerning student achievement in reading. OR Constant Conversation Question 3B | Example: See pages 10 of current CSIP plan on file. OR Constant Conversation Question 2A | Example: Internet service: Internet service is needed to provide our students with access to learning opportunities in non-fiction reading. | Example: See attached budget. | Example: See page 15 of current CSIP plan. OR Constant Conversation Question 2B |

2

## Iowa E-rate Technology Plan
## Addendum & Certification

### For E-Rate Funding Purposes

*To access E-Rate funds for the funding year that begins July1, 2007 (2007-08 school year)*

*Please type appropriate, concise responses in each of the blank cells. Only complete those areas necessary to fulfill amendment guidelines (i.e., use only the number of rows needed for your services and associated information). NOTE: text will wrap to fit the cell; however, the cell will not expand beyond its current size. See page 3 for more complete description of each column heading.*

| #1 Goals & Strategies (reference pages # in old CSIP ) | #2 Professional Development (reference pages # in old CSIP ) | #3 Telecom, Internet and internal connections services (Type in contents) | #4 Budget Include Estimated Costs & Revenue Sources (attach content) | #5 Monitoring & Evaluation (reference pages # in old CSIP ) |
|---|---|---|---|---|
| | | **Interactive video conferencing** (required for all AEAs, districts/schools) **Digital Data transmission Services** (part III circuits) (required for all AEAs, districts/schools) **AEAs only** – web hosting (see definition) | | |
| | | | | |

# Iowa E-rate Technology Plan
# Addendum & Certification

## For E-Rate Funding Purposes
*To access E-Rate funds for the funding year that begins July1, 2004 (2004-05 school year)*

**E-Rate technology plan components:**
(Information in quotations below is adapted from instructions provided by the School and Library Division of the Universal Service Fund Company.  For more details, see http://www.sl.universalservice.org/apply/step2.asp)

"To qualify as an approved Technology Plan for a Universal Service Fund (E-rate) discount, the technology plan must meet the following five criteria:"

**Column 1:  Goals and strategies.  "**The plan must establish clear goals and a realistic strategy for using telecommunications and information technology to improve education." Find the pages of your CSIP plan that references district goals and list the page numbers in column 1.

**Column 2:  Professional development:  "**The plan must have a professional development strategy to ensure that staff know how to use these new technologies to improve education." Find the pages of your CSIP plan that reference the professional development activities related to technology and list the page numbers in column 2.

**Column 3:  Telecom, Internet and internal connections services:  "**The plan must include an assessment of the telecommunication services, hardware, software, and other services that will be needed to improve education."  Your CSIP plan likely does NOT include sufficient detail for this column.  List each of the services requested in your district's Funding Year 2007 form 470.  Use a separate line for each service but link each service to a specific goal. Note that each district/school MUST include ICN video connections since the Iowa Department of Education files for e-rate discounts on your behalf.  The School and Library Division 's definition for **web hosting** is a service provided by an Internet Service Provider (ISP)  it is NOT a company selling content nor is it community communication between a district and its community.

**Column 4: Budget:  "**The plan must provide for a sufficient budget to acquire and support the non-discounted elements of the plan:  the hardware, software, professional development, and other services that will be needed to implement the strategy."  Your CSIP plan likely does NOT include a budget for school year 2007-08.  Attach the budget to your addendum and reference the budget in column 4.

**Column 5: Monitoring and evaluation: "**The plan must include an evaluation process that enables the school to monitor progress toward the specified goals and make mid-course corrections in response to new developments and opportunities as they arise."  Find the pages of your CSIP plan that reference monitoring and evaluation of your CSIP plan.  List the pages numbers in column 5.  8th grade technology literacy evaluation can be used here if you like.

**STATE OF IOWA**

Fields of Opportunities

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF EDUCATION
JUDY A. JEFFREY, DIRECTOR

October 16, 2006

Evaluator Approval Training Update

Superintendents and principals will have the opportunity to take evaluator approval renewal training in the fall of 2007.  Two different trainings will be offered; one designed for superintendents and another for principals.  It is likely that superintendents will take their training at the monthly superintendent meetings held in each AEA.  Additional information about superintendent training for evaluator approval will be communicated in a future update.

As a reminder, 4 renewal credits are needed for renewing an administrator's license.  One credit must be evaluator renewal credit.

The following information addresses the training for principals.  Four options are available. Please read this information carefully.

1.      For the larger school districts in Iowa, the district may choose to send one or two of their staff members to the training of trainers to be held in the spring of 2007.  This will allow the district to schedule its own training for their principals and central office administrators.  We ask that each district choosing to do this have at least 24 participants in the training group in order to include as many people as possible as soon possible.  A maximum of 35 in a group per trainer is recommended.

2.      Two or more districts may join together to form a collaborative training group.  An employee of one of the districts (or two trainers from either one or two of the districts) will be chosen to become a trainer and will teach the evaluator approval course to the collaborative districts' principals and central office administrators. This will allow the district involved to establish their training schedule. Again to be as inclusive as possible and make the best use of any trainers available time 24 participants is the minimum in the training group with a maximum of 35 per group.

3.      Some AEAs will be able provide at least one evaluator training cohort during the 2007-2008 school year.  An AEA staff member would be selected as a trainer and provide the training.  This training will be held during the week.

4.      The Department of Education will continue to schedule training sessions in each of the five regions of the state in order to serve any participant who does not have access to the above options.  These sessions will be held on Saturdays, evenings, or a combination of both, depending on schedule and availability of trainers.

After successful completion of the renewal training, 2 hours of renewal credit will be issued.

Grimes State Office Building - Des Moines, Iowa 50319-0146
PHONE (515) 281-5294 FAX (515) 242-5988
www.state.ia.us/educate
*Helping Communities Meet the Learning Needs of All Their Children and Adults*

During 2006-2007 the priority will be given to those whose license has or is about to expire. In all of the options above, they will have first chance at taking the training.

Trainers
- All trainers nominated from each of the above arrangements must complete the attached application form and mail it according to directions found on the application.
- Potential trainers must attend all training dates. The district, districts or AEA will cover per diem cost and expenses of their employees to attend and complete this training.
- The dates for training of trainers are as follows:
  Dec. 5-6 *An update training for trainers who have not been trained as level I evaluator approval trainers. Time will be spent these two days on current legislation, coaching strategies, questioning strategies, facilitation skills and content knowledge of level I training.*
  March 29, 30, April 17, May 3, June 20 **or** June 27
- Trainers who complete the training of trainers will receive two staff development credits towards their evaluator approval renewal credit.
- All training will be held in Des Moines. The place for this training of trainers is to be determined.

Registration, Costs and Fees
- In all four options registration will be coordinated through one of the five regional coordinators for evaluator approval. (see list below)
- The first three options will not have a registration fee. Instead the district(s) or AEA will provide the trainers time to be trained and conduct the training.
- There will be a $10 cost per participant to process the staff development fee. This fee will be paid to SAI who will in turn issue the two staff development credits to all those who successfully complete the training.
- In the first three options the AEA and district(s) will need to cover the cost of facilities, meeting expenses, etc. and provide copies of all training materials.

## Contacts
Please contact Chris Day chris.day@iowa.gov, (515) 402-8600; Warren K. Weber, warren.weber@iowa.gov, (515) 669-7007 or a regional coordinator with any questions.

South Region (AEAs 13, 14, 15, 16)
Regional Coordinator: Joan Crowl. Contact professional development at 712-366-0503 or 800-432-5804.

Central Region (AEA 11)
Regional Coordinator: Curt Jeffryes. Contact professional development at 515-270-9030 or 800-362-2720.

Northeast Region (AEAs 1, 267)
Regional Coordinator: Anne Lundquist. Contact educational services at 319-273-8218 or 800-542-8375.

East Region (AEAs 9 & 10)
Regional Coordinator: Lisa Fry. Contact professional development at 319-399-6700 or 800-332-8488.

### Iowa Evaluator Approval Training Program
### Level II Evaluator Trainer Application

Applicant Name _____

Home Address _____

Workplace & Address _____

Home Telephone: _____

Work Telephone: _____

E-mail Address (one where you can always be reached) _____

_____

It is essential that there is an ongoing cadre of trainers in the renewal process over the next several years in order to address the training needs of all those who will need to renew their new evaluator licenses. All trainers who are trained in the renewal process will be provided with the opportunity to train at least one cohort. If all goes well, additional opportunities will be available to conduct training with future cohorts.

Please check *any and all* of the following that apply:

 I will serve as a district trainer. District Name _____
 I will serve as a trainer for a coalition of districts. Districts included are: _____

 _____
 I will serve as a trainer for one AEA (per option 3)
 I will serve as a trainer for the region the following regions (check *any and all* that apply):
  Northeast Region-AEAs 1,267
  Northwest Region-AEAs NWAEA, AEA 8
  East Region-AEAs 9,10
  Central Region-AEA 11
  Southern Region-AEAs (13,14,15,16)

Do you have an interest in being a trainer beyond the 2007-2008 school year?
Yes____No____

Do you have experience using online training either as a trainer or as a student?
Yes____No____
If yes, please explain _____

_____

_____

Have you used Web CT?
Yes\_\_\_No\_\_\_\_

If yes, please describe_____

_____

_____

Are you willing to train online and work to support participants in this type of venue?
Yes\_\_\_No\_\_\_\_

For those previously trained as Iowa Evaluator Trainers the following training of trainer dates have been scheduled.
   March 29-30
   April 17
   May 3
   May 15
   June 20

Can you commit to being present at all of the above dates?
Yes\_\_\_No\_\_\_\_

If no, which one(s) present a conflict?   _____

As a trainer with the original IEATP, how many cohorts have you trained since Fall 2002? _____

_____

For those who are *new* to being an evaluator trainer of any kind the following training of trainer dates are scheduled:
   Dec. 5-6
   March 29-30
   April 17
   May 3
   May 15
   June 20

Can you commit to being present at all of the above dates?
 Yes\_\_\_No\_\_\_\_

If not, which one(s) present a conflict?   _____

For those who are *new* to being an evaluator trainer have you successfully completed the evaluator approval, level I, coursework as a participant?
Yes____No_____

Year training was completed_____

If you have completed the training as participant, how have you applied the Iowa Teaching Standards in any educational setting other than the training? (Please indicate NA if that is the case)?

If you have applied the training, what have you found most valuable from this learning experience (Please indicate NA if that is the case)?

List your strengths as a trainer.

List below your work experience, which is applicable to knowledge about the Iowa Teaching Standards and evaluation of beginning and career teachers.   Be sure to list experience as a principal, superintendent, or roles as a teacher evaluator.
How would you address a participant who is not meeting performance expectations in a Level II evaluator training class?

Given the limited resources allocated for this training, will your current employer allow you to be trained as a trainer on contract time?
Yes____No_____

Are you currently not employed or will be using non-contract time (personal days/vacation/etc.) for this training.
Yes____No_____

If selected as a trainer, I will honor the time and training commitment required of this project and am able to attend all training or trainer dates as scheduled.

_____
Signature                                                    Date

If the applicant is selected, I grant permission for the applicant release for the required number of days to be a trainer including being trained and conducting the training.   (If applicable)

_____
Superintendent's Signature                                   Date

## Timelines
Please complete and return this application by *__OCTOBER 27, 2006__* to:

**Chris Day**
**36 Shoreline Drive**
**Grinnell, Iowa 50112**

Selection of trainers will be determined by November 15th, 2006.

## Contacts
Please contact Chris Day chris.day@iowa.gov, (515) 402-8600; Warren K. Weber, warren.weber@iowa.gov, (515) 669-7007 or a regional coordinator with any questions.

> South Region (AEAs 13, 14, 15, 16)
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>
> Northwest Region (AEAs  4, 8, 12)
> Regional Coordinator: Judy Keith.  Contact Deb Severe at Sioux City Office, NWAEA, 712-222-6000 or 800-352-9040